

## **2125 - PERMIT CLERK I**

### **NATURE OF WORK**

This is specialized responsible clerical work processing construction permit applications including moderately complex work procedures.

Employees in this classification are responsible for reviewing construction permit applications, issuing construction permits, securing inspection approval, and recording completed projects. Duties include assisting owners, contractors, and developers in filing applications for building permits, determining the completeness of permit applications, and obtaining the required documents to ensure compliance with established rules and regulations. Some judgement is exercised in the application of departmental rules, regulations and procedures.

Supervision is received from a supervisor who periodically reviews work through personal observation and conferences for compliance with departmental operating procedures.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Receives various construction permit applications from a variety of sources.

Issues and distributes plans to appropriate personnel for review and inspection.

Issues construction permits following review and approval.

Operates microfilming equipment, calculators, and other office equipment, including the incidental use of a typewriter.

Enters the applicable contractor, architect, and construction related data into computerized permitting system.

Assist the public by telephone or in person to obtain necessary documents and forms and by supplying answers to a variety of procedural questions.

Operates a two-way radio to dispatch inspectors.

Assembles and summarizes material from files, cross references data, locates information requested and prepares simple analysis of data.

Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of related departmental operating policies, rules and procedures.

Knowledge of codes, laws, regulations and ordinances pertaining to the construction permitting process and contractor licensing requirements.

Knowledge of general office methods and procedures.

Ability to make minor decisions in accordance with City and departmental policy.

Ability to operate microfilming equipment, calculators, incidental use of a typewriter, and other office equipment as required to perform the duties of the job.

Ability to explain regulations to the public in a courteous and tactful manner.

Ability to read and follow pertinent codes, laws, ordinances and regulations.  
Ability to understand and follow verbal and written instructions.

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Ability to perform basic mathematical computations with speed and accuracy.  
Ability to prepare reports, complete forms, and maintain accurate records.  
Ability to establish and maintain effective working relationships with other employees and the public.  
Skill in the operation of various types of office equipment.

### **MINIMUM REQUIREMENTS**

Employed by the City for the past six (6) months (part-time employment will be prorated) AND have eighteen (18) months full-time experience in clerical public contact work.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machines. No significant standing, walking moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed with some latitude for the use of independent judgement in the application of departmental rules, regulations and procedures.  
Supervision is received by periodic review of work through personal observations and conferences for compliance with departmental operating procedures.

### **SUPERVISION EXERCISED**

Usually none. May direct the work of other assisting in the duties of Permit Clerk.

Rev. 2/99